

## SIGN IN SHEET

IFB-PMB-2010-05	<b>FURNISH TREE TRIMMING SERVICES AT THE FEDERALLY FUNDED ASSET MANAGEMENT PROJECTS 32, 33, 44, 45, AND 49 LOCATED ON OAHU</b>
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### INSTRUCTIONS

Please fill out this sheet and leave original when you pick up your bid packet. A copy will be made for you. Take the copy with you as it contains important dates, times and information.

Read this packet carefully. If you have any questions, please call Rick Sogawa at 832-6038.

Note: Please fax this sheet to 832-6039 if this document was downloaded through the Hawaii Public Housing Authority's website.

<b>Pre-Bid Conference/Site Inspection:</b>	Wednesday, April 7, 2010, 9:00 a.m. at the Kamehameha Homes Community Hall, 1541 Haka Drive, Honolulu, Hawaii, 96817. A site inspection to follow at approximately 10:00 a.m. Hawaii Standard Time (HST).
<b>Bid Offer Form Due Back:</b>	Due before <u>10:00 a.m. HST on April 20, 2010</u> at the HPHA, 1002 North School Street, Building D – Central Files, Honolulu, HI 96817
<b>Bid Opening:</b>	<b>Tuesday, April 20, 2010</b> At 10:15 a.m. HST at the HPHA, 1002 North School Street, Building D – Contract and Procurement Office, Honolulu, Hawaii 96817.
Date: _____	
<b>Company:</b>	_____
<b>Address:</b>	_____ _____ _____
<b>Phone No.</b>	<b>Cell No.</b>
_____	_____
<b>Fax No.</b>	_____
<b>Email Address:</b>	_____
<b>Contact Person:</b>	_____ _____

\_\_\_\_\_  
*Signature of Person Picking Up Packet*

### REQUIRED ATTACHMENTS:

The following must be submitted with the Bid Offer Form:

- |   |   |
|---|---|
| <input checked="" type="checkbox"/> Certificate of Compliance LIR #27 | <input checked="" type="checkbox"/> DCCA Certificate of Good Standing   |
| <input checked="" type="checkbox"/> Wage Certificate                  | <input checked="" type="checkbox"/> Corporate Resolution (indicating who is authorized to sign bid documents & contracts) |

The following shall be submitted prior to execution of a contract.

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|---|---|
| <input checked="" type="checkbox"/> Certificate of Insurance(s) | <input checked="" type="checkbox"/> Valid Tax Clearance Certificate |
| <input type="checkbox"/> Other: _____                           |   |